###### Appendix A-Performance Measure Amendment Request Sample

Date

Dear (Your Program Officer),

I am writing to request the modification of the 2017-2018 performance measure for [insert Measure Title].

[Insert same Measure Title as above] Performance Measure:

**Original Output:** Example: *Youth participants will recruit and train 200 additional youth in diabetes awareness by conducting 25 neighborhood training sessions. Outcome measures will demonstrate that 90% of youth trained will increase their knowledge of diabetes by 50% based on pre and posttests.*

**New Output:**

Example: *Youth participants will recruit and train 50 additional youth in diabetes awareness by conducting 12 neighborhood-training sessions. Outcome measure will demonstrate that 80% of youth trained will increase their knowledge by 25% on pre and posttest.*

**Reason for Change:**

Example: *Our request for a change in the number of youth and number of training sessions is based on a more realistic number, after receiving additional input from our community partners and staff. Fewer youth are available during the after-school hours due to competing programs being offered by another organization.*

Sincerely,

[Name, title and program name]